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Supply

**HILL AFAB VEHICLE MAINTENANCE
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 23-1, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*. The purpose of this instruction is to focus commander's attention on vehicle accidents and abuse to reduce unnecessary expenditure of limited monetary resources. The ultimate goal of this program is to reduce vehicle accidents and abuses at Hill AFB. The key to successfully reduce the number of accidents and abuses is to make commanders and supervisors aware of the high costs associated with accident and abuse repairs. When payments are made by the Logistics Readiness Squadron (75LRS), these costs are hidden from the using commander. To ensure that the using commander has visibility of costs associated with accidents and abuses, this supplement requires that the using organization become directly involved in the payment process. This publication applies to all Hill AFB organizations and tenants who operate and use Air Force owned and leased vehicles. It does not apply to the Air National Guard. Use AFI 24-301, *Vehicle Operations*; AFI 24-302, *Vehicle Maintenance Management*; AFJMAN 24-306, *Manual for the Wheeled Driver*; AFMAN 24-307, *Procedures for Vehicle Maintenance Management*; and AFPAM 24-317, *Vehicle Control*; in concert with this instruction. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

1. Situations where Vehicle Abuse Action May be Initiated.

- 1.1. Tampering with governors or distributors.
- 1.2. Operating vehicles with insufficient oil or coolant because of failure to check levels according to established requirements, or failure to monitor dash instrumentation.
- 1.3. Operating vehicles with brakes applied/dragging parking brakes.
- 1.4. Improper distribution or failure to secure loads properly in cargo areas of vehicle, or not following established loading/unloading procedures.
- 1.5. Using a vehicle for other than its intended or designed purpose.

- 1.6. Failure to clean/maintain vehicle's interior/exterior, or take action to curb corrosion.
- 1.7. Unauthorized wiring, marking, or modification of a vehicle (modifications and any add-on equipment must be processed in writing (or electronically) through the vehicle control officer/non-commissioned officer (VCO/VCNCO), the vehicle operations officer (VOO) and vehicle maintenance manager (VMM) for approval).
- 1.8. Operating a vehicle with over or under inflated tires.
- 1.9. Tire worn beyond limits (minimum acceptable safe tread depth of 2/32 inch). Tire wear that exposes the cord renders tires unable to be recapped/ re-grooved, and is unsafe.
- 1.10. Intentional destruction/disfigurement of vehicle interior/exterior.
- 1.11. Operation of a vehicle/equipment in conflict with published safety Department of Defense (DoD), Air Force Occupational Safety and Health (AFOSH), Department of Labor Occupational Safety and Health Administration (OSHA), Air Force publications and technical orders, or state/federal law concerning vehicle safety.
- 1.12. Allowing water to accumulate in the vehicle's interior as a result of washing with a hose, or the excessive accumulation of water from a storm due to leaving the windows open.
- 1.13. Over-filling the engine crankcase, transmission, or hydraulic reservoirs. Servicing the vehicle fuel tank or hydraulic reservoir with incorrect fuel or fluids.
- 1.14. Failure to report malfunctions, defects, or damage and return vehicle to vehicle maintenance within 24-hours. A pre-approved delay by Vehicle Management Flight (75 LRS/LGRV) management for turn-in to satisfy immediate mission needs can be authorized.
- 1.15. Failure to bring vehicle/equipment to vehicle maintenance for scheduled maintenance before an overdue condition exists. Pre-approved rescheduling due to mission requirements is exempt.
- 1.16. Failure to accomplish proper operator care and maintenance.

2. Directors and Squadron Commanders will:

- 2.1. Ensure an effective vehicle control program is established in accordance with AFPAM 24-317, *Vehicle Control*; AFI 24-301, *Vehicle Operations*; AFI 24-302, *Vehicle Maintenance Management*, and AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*.
- 2.2. Ensure unit assigned vehicles are properly used, inspected, and maintained.
- 2.3. Ensure damage or abuse is investigated in accordance with AFMAN 23-220/Hill AFB Supplement 1, *Reports of Survey for Air Force Property*.
- 2.4. Direct their resource advisors to transfer funds, or pay the local repair shop directly, using their government purchase card (GPC) for the actual cost to repair accident or abuse damage for vehicles operated by their personnel using the procedures in paragraph 4. of this publication and AFMAN 24-307.

3. VCO/VCNCO's will:

- 3.1. Act as the unit focal point for all vehicle related matters and act as a liaison between the using unit and the 75th Logistics Readiness Squadron (75 LRS) for vehicle accident and abuse matters.

- 3.2. Ensure organizational assigned vehicles meet all scheduled and unscheduled maintenance requirements.
- 3.3. Ensure only qualified personnel operate assigned vehicles.
- 3.4. Ensure vehicle operator inspections and maintenance are performed. This includes ensuring required forms are accessible and maintained accurately.
- 3.5. Ensure operator care/preventive maintenance is performed IAW AFMAN 24-307 and AFJMAN 24-306 on assigned vehicles.
- 3.6. Ensure all vehicle discrepancies are identified, recorded, and corrected in a timely manner for all assigned vehicles.

4. Procedures.

4.1. Vehicles damaged by accident, abuse, misuse, neglect or any other cause shall be turned into the Maintenance Section (75 LRS/LGRVM) as soon as damage is discovered. Report U-Drive-It or loaned vehicle damage to the Vehicle Operations Section (75th LRS/LGRVO). If the vehicle is not operable, the unit VCO/VCNCO will contact 75 LRS/LGRVM section and request wrecker service. **NOTE:** *Organizations with leased General Services Administration (GSA) vehicles will initiate abuse or accident repair actions by calling the GSA ACC per the lease agreement. 75 LRS/LGRVO must be notified within 24-hours when a GSA vehicle is involved in an accident. The GSA will make the determination whether repairs are required and where the vehicle should be taken for repair work.*

4.2. Once the damaged vehicle or suspected abuse is turned into vehicle maintenance, the customer service center (CSC) will notify the vehicle maintenance manager (VMM) or vehicle maintenance superintendent (VMS). The VMM/VMS will inspect the vehicle and make the determination whether to proceed with accident or abuse action. At this time, CSC will take pictures of the damage and process a vehicle damage estimate identifying the estimated repair costs. The CSC will then notify the VCO/VCNCO. Courtesy copies with the estimated work order and photographs will be forwarded to the 75 LRS/CC, and if necessary the Staff Judge Advocate Directorate (OO-ALC/JA), Ground Safety (OO-ALC/SEG), Financial Management and Comptroller Directorate (OO-ALC/FM). The VCO/VCNCO and VMM/VMS will determine how payment for the damage will be handled. The easiest form of payment is the using unit's GPC. If the cost of the repair exceeds the GPC one-time limit, then a funds transfer (see [Attachment 2](#) of this publication) is warranted. Once agreement is reached, the CSC will initiate contract repairs.

4.3. Prior to repairs, either the unit commander/director or his/her VCO/VCNCO will be required to release the vehicle for repairs. GSA vehicles will be released for repairs by authority of GSA ACC only. Regardless of unit release, repairs will commence within 5-workdays, with the assumption that the unit did not desire to view the actual damage. Once the repair has been accomplished the vehicle will be held until payment has been made by the using unit. Commanders should review procedures in AFMAN 23-220/Hill AFB Supplement 1, to determine if a report of survey is appropriate.

4.4. Vehicle accidents involving private insurance companies will be processed using the following guidelines:

- 4.4.1. To resolve liability issues that may arise between the government and private insurance companies, OO-ALC/JA must be notified immediately by 75 LRS/LGRV when government vehicles are involved in an accident with privately owned or contractor owned vehicles, on or off base.

Government vehicles will not be released for repairs at commercial shops until released by OO-ALC/JA.

4.4.2. Repair estimates must be accomplished by the company's insurance adjuster or by a commercial repair shop recommended by the private insurance company. All repairs must then be completed by a commercial repair shop at the insurance company's expense. The 75 LRS/LGRVM will inspect all commercial repair work accomplished on government-owned vehicles and 75 LRS/LGRVO will inspect all GSA vehicles to verify that the repairs satisfactorily meet USAF standards.

4.4.3. Repair costs associated with the accident will be billed directly to the private insurance company by the repair shop.

4.5. Due to the extended downtime for vehicles undergoing extensive repair for accidents and abuses, vehicle operations will only be required to provide a loaner vehicle under specific cases, such as when a unit falls below mission-essential level. This support will be limited to 30 days. Units requiring support for longer periods will be handled on a case-by-case basis with approval of the 75th Logistics Readiness Squadron commander.

5. Exceptions to Reimbursements. Funds will not be transferred for vehicle damage repair resulting from an incident or for accidents in which the operator was not a contributing factor—such as Government Operated Vehicle, GOV1 departs a parking lot, fails to yield to approaching traffic, and pulls into the path of a GOV2. The driver of GOV2 and his/her squadron will not be held liable and funds will not need to be transferred. However, the GOV1 operator will be held responsible and squadron funds will need to be transferred.

6. Funding Avoidable Repairs. Funding avoidable repairs with organizational user's funds will ensure that limited maintenance dollars are used to maintain the fleet and underscore the need for management involvement in a viable squadron-level accident and abuse prevention program. It will also foster an effective operator-training program, encourage operator care, prevent needless repairs and ultimately save wing funds by holding commanders and their assigned vehicle operators accountable for their actions. Using organizations will not be held liable for accident and abuse damage previously annotated on the permanent vehicle waiver card.

SCOTT C. BERGREN, Maj Gen, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 23-220/Hill Supplement 1, *Reports of Survey of Air Force Property*
AFI 24-301, *Vehicle Operations*
AFMAN 24-302, *Vehicle Maintenance Management*
AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*
AFMAN 24-307, *Procedures for Vehicle Maintenance Management*
AFPAM 24-317, *Vehicle Control*
AFMAN 37-139, *Records Disposition Schedule*

Abbreviations and Acronyms

75 LRS/LGRV—Vehicle Management Flight
75 LRS/LGRVM—Maintenance Section
75 LRS/LGRVO—Operations Section
AFOSH—Air Force Occupational Safety and Health
CSC—Customer Service Center
DOD—Department of Defense
GPC—Government Purchase Card
GSA—General Services Administration
OO-ALC/FM—Comptroller Directorate
OO-ALC/JA—Staff Judge Advocate
OO-ALC/SEG—Ground Safety
OSHA—Department of Labor Occupational Safety and Health
VCNCO—Vehicle Control Officer/Noncommissioned Officer
VCO—Vehicle Control Officer
VMM—Vehicle Maintenance Manager
VMS—Vehicle Maintenance Superintendent
VOO—Vehicle Operations Officer

Terms

Fair Wear and Tear—The normal expected deterioration of a vehicle or equipment based on its age, normal usage, and life expectancy.

Vehicle Accident—Any situation where a GOV/E (vehicle/equipment) strikes or is struck by another GOV/E, non-GOV/E, and/or object, structure, or animal where the action by any participative vehicle operator could have prevented the outcome.

Vehicle Incident—Any situation where a GOV/E sustains damage where the actions of any participative vehicle operator could not have prevented the outcome. Typical examples of vehicle incidents include damage to earth-moving equipment striking hidden objects and damage resulting from acts of nature, such as hail storms, lightning, wind-blown objects, and vandalism.

Attachment 2

SAMPLE MEMORANDUM



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 75TH AIR BASE WING (AFMC)
HILL AIR FORCE BASE, UTAH

Date

MEMORANDUM FOR

FROM: 75 LRS/CC

SUBJECT: Funds Transfer

1. Request \$XXX.XX be transferred to cover accident/abuse repair costs performed on vehicle XXXXXX case number XXXX, as follows:

FROM

ORGN:

PFMR:

RC/CC:

EEIC:

TO

ORGN: 75 LRS/LGRV

RC/CC:

EEIC:

2. Reimbursement procedures are outlined in AFI 24-302, Vehicle Maintenance Management Supplement 1.

JOHN S. SMILEY, Major, USAF
Commander

1st Ind,

TO: OO-ALC/FMA

1. Concur/Nonconcur.

2. I understand the cost associated with repair to include parts, material and civilian labor will be paid for using my unit's government credit card, or funds transferred from our unit's Operation and Maintenance (O&M) account to the 75th Logistics Readiness Squadron O&M account.

Commander